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James, Meadows & Howard Records, 1961-1976
Mss. C77-5

Call Number: Mss. C77-5
Creator: James, Meadows & Howard
Title: James, Meadows & Howard Records
Date(s): 1961-1976 (bulk 1961-1974)
Language(s): English
Location: Manuscript room
Size: 39 boxes + 2 oversize vol. (19.5 linear ft.)

Acquisition Information: Gift; 1977/05/00; 77-58.
Donor: Lewis E. Howard
Restrictions: None
Preferred Citation: Buffalo History Museum Research Library, Mss. C77-5, James Meadows & Howard Records.
Processing Information: Reprocessed/retroconverted; 1992/04/07; Peter Nelson. Finding aid digitized; 2015/04/27; Amy Miller
Notes: This collection is the second of several batches of material accessioned by The Buffalo History Museum from the architectural firm of James, Meadows & Howard. It was donated in May, 1977. In 1986, a small amount of additional material was added to the collection (boxes 38 and 39, plus two over size volumes). The original collection was divided into the following series:

I. Financial material, 1965-1967
II. Frontier Linen Supply, 1961-1976
III. Albany South Mall, Legislative Building, 1964-1974
IV. Payroll records, 1966-1973

The 1986 accession that was added to the collection contained some materials related to series III (Albany South Mall, Legislative Building); anyone interested in using materials in this series should be sure to check the inventory, P. 13, for additional series III material.
Collection Access: Researchers wishing to access this collection must apply for a Scholar Pass and present valid photo ID upon arrival to the library.

Biographical / Historical Note:

Buffalo architectural firm which originally began as Green & Wicks in 1884. Its partners from 1953 to 1975 were R. Maxwell James, Rufus Meadows and Lewis E. Howard, Jr. The firm was dissolved after the death of Mr. James in 1975.

Scope and Content Note:

Organized into six series: I. Financial records, 1965-1967. II. Frontier Linen Supply, 1961-1976. III. Albany South Mall, Legislative Building, 1964-1974. IV. Payroll records, 1966-1973. V. Erie County Stadium, 1972-1973. VI. Additional materials received in 1986, dated 1964- 1974. Chronological arrangement within series.

Arrangement: Organized into six series: I. Financial records, 1965-1967. II. Frontier Linen Supply, 1961-1976. III. Albany South Mall, Legislative Building, 1964-1974. IV. Payroll records, 1966-1973. V. Erie County Stadium, 1972-1973. VI. Additional materials received in 1986, dated 1964- 1974. Chronological arrangement within series.

Subject Headings:

Architects New York (State) Buffalo.
Architectural drawings.
Frontier Linen Supply.
Legislative Office Building (Albany, N.Y.).
Photographs.
Plans.
Rich Stadium (Orchard Park, N.Y.).

Series Overview;

Series I: Financial material, 1965-67

Series II: Frontier Linen Supply, 1961-76

Series III: Albany South Mall, Legislative Building, 1964-74

Series IV: Payroll records, 1966-73

Series V: Erie County Stadium (Rich Stadium), 1972-73 **See also Mss. B80-3**

Series VI: Other materials, received 1986; dated 1964-74

Box and Folder List:

Box 1

Series I: Financial Material, 1965-1967

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- B. Legislative Building, April 7, 1965-November 2, 1965
- C. Lockport Memorial Hospital, June 5, 1963-July 20, 1965
- D. Merchants Mutual Insurance Co., August 7, 1964-February 12, 1965

III. Job Cost Records
- A. Bank of Buffalo (3rd floor alt.), July 29, 1969-Febraury 24, 1965
- B. Buffalo Savings Bank (main office addition), May 13, 1964-Febraury 24, 1965
- C. Colurnbus-McKinnon Corp., (office add, and alt.) December 31, 1964
- D. Episcopal Church Home, December 31, 1964-Febraury 24, 1965
- E. Legislative Building, Albany South Mall Project, May 6, 1964-Febraury 24, 1965

F. Liberty National Bank and Trust Co. (Orchard Park office), December 31, 1964-Febraury 17, 1965
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Folder 2:
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B. Liberty Bank, 1965
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E. St. Joseph Intercommunity Hospital, 1967

V. Record of photography expense, December 20, 1965-August 24, 1967

VI. Financial material-miscellaneous
A. Meyers Photographs, Inc. to James, Meadows and Howard. Bill for photography. June 7, 1966
B. Job Cost Record sheet (example). No date
C. Newspaper clipping. Buffalo Evening News re: bids for new Buffalo Post Office project. July 6, No Year.

Series II. Frontier Linen Supply, 1961-76

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I. Accounts Rendered (Architects)
A. 1. Confirmation of Land survey Work Order. A.L. Sonnenberger Land Surveyor to J.L.H. re: 1780 Elmwood Ave. October 1, 1964
2. Invoice. Pittsburgh Testing Laboratory to J.M.H. Re: 1780 Elmwood Ave. November 12, 1964
3. Bill. A.L. Sonnenberger to J.M.H. November 18, 1964
4. Memorandum. re: charge for consulting services and site inspections. November 19, 1964
B. T.L. Lewis E. Howard to John J. Foley (President, Frontier Linen). re: proposed new building. August 30, 1965
C. Memorandums. Re: fee for architectural services at 1800 Elmwood, September 26, 1966.
D. 1. Job Acknowledgements. Duchscherer and Oberst to J.M.H., February 21, 196o-July 18, 1966
2. Invoices. Duchscherer and Oberst to J.M.H., September 21, 1966-Febraury 5, 1968
3. Correspondence. re: engineering work. July 11, 1966-October 26, 1966
E. Certificate of Contractor's fee to Frontier Linen, September 23, 1966-Febraury 21, 1968
F. 1. Remittance from Frontier Linen. September 19, 1967
2. Memorandums. Re: fees for architectural services, May 10, 1967-March 12, 1968
G. Diagram. December 13, 1974
H. Reproduction Delivery Slip. Seneca Blueprint Co. to L. Howard, December 14, 1976
I. T.L O'Shea, Adamson, Reynolds and Napier, Attorneys to Edward D. Narks. Re: Frontier Linen vs. J.M.H, (et al). December 16, 1976
J. Diagrams (3). No dates.

II. Stanley E. Axenfeld and Associates, Inc.
A. General correspondence, September 10, 1965-March 13, 1967.

III. Caisson Files
A. Caisson records. September 29, [1966]-November 11, 1966
B. Caisson records-"Kip and Neum"(?). November 1-2, 1966
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D. Caisson record-["Kip and Neum"(?)]. No date.
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A.1. a. Diagram. No. SK-7. “Floor over Conveyor Passage at Elevator Machine Room Floor.” May 11, 1967
b. Correspondence. re: No. SK-7. May 15, 1967-June 13, 1967

2. Correspondence. re: dwg. no. 5K-15. May 31, 1967-July 11, 1967.

3. a. Diagram. No. SK-7. “Revised Conveyor Openings,” April 7, 1967
b. Correspondence re: dwg. no. SK-7. April 14, 1967-July 24, 1967

4. Correspondence re: prices for glazed Lace brick November 14. 1966-October 3, 1967

5. T.L.S. Richard J. Metzger to J.M.H. re: prices for concrete and compaction tests, October 3, 1907

6. T.L.S. Richard J. Metzger to J.M.H. re: asbestos floor tile, October 4, 1967

7. T.L.S. Richard J. Metzger to J.M.H. re: sliding fire doors. October 5, 1967

8. Correspondence. re: rms. 112 and 208, October 24, 1967- October 30, 1967

9. Correspondence. re: installation of drainage, January 27, 1967-November 8, 1967

10. Correspondence. re; dwg. no. 101. April 14, 1967-November 8, 1967

11. Correspondence. re: finished hardware schedule, November 10, 1966-November 8, 1967

12. T.L.S. Richard Metzger to J.M.H. re: cutting south concrete foundation. November 9, 1967

13. T.L.S. Richard Metzger to J.M.H. re: removal work. November 9, 1967

14. Mernorandum and letter. re: credit of $100 for paint, October 3, 1967-November 14, 1967

15. Mernorandum and letter Re. Buffalo Ornamental Iron ½orks December 14, 1967-December 18, 1967

16.Correspondence. re: new curbing. November 27, 1967-December 18, 1967

17.T.L.S. Richard J. Metzger to J.M.H. re: Buffalo Ornamental Iron Works. December 18, 1967

18. T.L.S. Richard J. Metzger to J.M.H. re: Pitt-Glaze. December 26, 1967

19. T.L.S. Richard J. Metzger to J.M.H. re:”Special Wall Coating.” December 26, 1967

20.T.L.S. Peter F. Hanssel to Metzger Construction Corp. re: change order no. 9G. December 28, 1967

21.Memorandum (scrap). re: dwg. No. SK-7. No date.

B. Correspondence. re: blacktop pavement. July 7, 1967-August 28, 1967

C. 1. a. Diagram. No. 3K-16. “Type ‘B’ Windowsill-Stair ‘B’.” May 31, 1967
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2. Correspondence. re: dwg. SK-ll. April 27, 1967-June 15, 1967

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8. a. Diagram. No. 5K-18. “Revisions to Doors-Lunch Rrn 226 to Stairs ‘C’ and ‘D’.” June 13, 1967
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10. Correspondence. re: swing doors at. loading dock. June 18, 1967-August 8, 1967

11. Correspondence. re: dwg. no. 3K-13. May 23, 1967-August 18, 1967

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D. 1. Correspondence. re: precast terrazzo shower receptors. May 15, 1967-May 17, 1967

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4. Correspondence. re: aluminum letters. May 12, 1967-June 12, 1967

5. Correspondence. re: change order no. 6G. June 13, 1967

E. 1. T.L.S. Peter F. Hanssel to Metzger Construction. re: change order no. 5G. May 2, 1967
2. Correspondence. re: dwg. no. 5K-5. February 16, 1967-April 5, 1967
3. Correspondence. re: "special liquid coating" and room finishes. February 9, 1967-April 25, 1967
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b. Correspondence. re: dwg. no. 3K-6. March 3, 1967-April 25, 1967

F. 1. a. TL.S. D.J. Guzzino (plant engineer) to Lewis E. Howard. re: proposed dwg. no. 8K-4. January 12, 1967
b. Diagram. No. SK-4. "Revisions to Rm. No. 225." January 13, 1967
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2. a. T.L.S. John J. Foley to Lewis E. Howard. re: washroom trench area. December 27, 1966
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G. 1. a. Diagram. No. SK-H-4901_G. "Details of Water Softener Sump." August 25, 1966(4 copies)
b. Correspondence. re: points requiring Coordination with drawings. August 26, 1966-September 19, 1966
c. Diagram. No. SK-S2. "Revisions to Salt Pit and Knock-out Panel." Oct. 12, 1966
d. T.L. Lewis E. Howard to Metzger Construction. re: request for costs. Oct. 12, 1966
e. Correspondence. re: letter of Oct. 12, 1966, November 11, 1966-January 6, 1967
2. T.L.S. Peter F. Hanssel to Metzger Construction. re: change order no. 3G. January 13, 1967

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I. 1. Correspondence. re: change order no. 1G, item 1. October 11, 1966-December 2, 1966
2. a. McKinney Drilling Co. daily reports, nos. l-27 (2 copies of each) and C.K. Levine's daily inspection reports, September 29, 1966-November 4, 1966
b. Correspondence. re: change order no. 1G, item 2, November 28,1966-December 8, 1966
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J. 1. Invoices. Nussbaumer and Clark, Inc. to J.M.H. May 12, 1967-August 16, 1967
2. a. Confirmation of Land Survey Work Order, A.L. Shonnenberger to Frontier Linen (c/o J.M.H.). September 19, 1966
b. Invoice. Same, September 22, 1966
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3. Invoice and correspondence. Pittsburgh Testing Lab, to Frontier Linen. March 1, 1967

K. Contract between Frontier Linen Supply and Metzger Construction. October 10, 1966

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A. T.L. R. Maxwell James to Joseph Gentile (Pittsburgh Testing Lab.), re: borings at 1780 Elmwood Ave, September 3, 1964

B. Correspondence. re: survey work at 1780 Elmwood by A.L. Sonnenberger. September 28, 1964-Ju1y 30, 1965

C. 1. a. Invitation to bidders. re: demolition work at 1800 Elmwood. September 24, 1965
b. Memorandum, re: invitation to bidders. September 30, 1965
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D. 1. Contract between Morris and Reimann Wreckers and Matthew X, Wagner, Jr. October 14, 1965
2. General Correspondence. re: demolition work at 1800 Elmwood. October 14, 1965-Decmber 7, 1965
3. Invoices. Morris and Reimann Wreckers to J.M.H. November 3, 1965-December 10, 1965.

4. General correspondence, re: demolition work at 1800 Elmwood, December 13, 1965-December 22, 1965
5. Memorandums. re: fees for architectural services in connection with demolition work at 1800 Elmwood. May 10, 1967-April 3, 1968

VI. Duchscherer and Oberst
A. General correspondence. re: enin€3ering work at Frontier Linen Supply by Duchscherer and Oberst (consulting engineers), April 19, 1966-February 28, 1969

VII. Extras and Credits
A. Correspondence. re: towel cabinets in rms. 219 and 222. February 16, 1967- February 23, 1967
B. 1. Correspondence. re: extras and credits. March 2, 1967- November 20, 1967
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D. General correspondence. re: general construction, July 8, 1966-February 21, 1968
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IX. Frontier Linen Supply (Bldg. Addition)
A. Application for Approval of Plans. February 26, 1962. (3 copies)
B. Cost Estimate. re: alterations to Frontier Linen Supply. March 16, 1962
C. Memorandum, re: fees for architectural and other services, April 10, 1962-April 14, 1962
D. 1. Invoice. Kraus and Gantzer to J.M.H. re: elevation for new building. December 18, 1961
2. Invoice. Duchscherer and Oberst to J.M.H. April 17, 1962
E. "Area Breakdown." re: calculations of square footage for new building. October 1, 1962
F. General correspondence. re: additions and alterations at Frontier Linen, January 12, 1961-October 2, 1962

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B. Memorandum. re: meeting about masonry walls of new Frontier Linen Supply building. October 27, 1971
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XI. George London Associates (Engineer)
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A. Correspondence. August 18, 1964-August 14, 1968
B. Sworn statement of Lewis E. Howard. R: suggestion to Frontier Linen for new building. December 4, 1968
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2. Business card. Morton A. Geller of Price Waterhouse and Co. No date.

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B. Shop Inspection of Structural Steel. Reports 1-5. February 28, 1967-April 4, 1967
C. Field Inspections of Erected Structural Steel. Reports 1-6. March 3, 1967-April 21, 1967
D. Report on test of lightweight fireproofing material (Zonolite MK). April 30, 1967
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XVII. Miscellaneous
A. Frontier Linen Cost estimates (General Contract). March 22, 1966
B. Mechanical Check Lists, April 28, 1966.
C. Addenda, No. l-2 to Drawings and Specifications for General Construction Work. August 24, 1966-August 30, 1966
D. Bids
1. Mailing list for bid invitations for general construction work, August 3, 1966
2. Bid forms. August 31, 1966
3. Tabulation of Bids. August 31, 1966
4. T.L.S. Fred O. Francis (John W. Cowper Co.). re: bid for construction work. August 31, 1966
5. Memoranda
a. re: possible bidders for Frontier Linen building(?). No date.
b. re: mailing list of possible bidders (?). No date.
E. Clipping from Courier Express "Linen Supply Plant Job Started." September 22, 1966
F. Application for approval of Plans (to N.Y.S. Dept. of Labor). re: Frontier Linen building, No date.
G. Slingers
1. re: public auction of surplus properties of Erie Lackawanna R.R. Co. To be held September 17, 1964. No date.
2. re: announcement of new location of Frontier Linen Supply, Inc. No date.
H. Diagrams
1. "Part of Lot 76, Town of Cheektowaga"('?). August 26, 1956
2. "Property Line Survey" by A.L. Sonnenberger. October 12, 1964
3. "Preliminary Topographic Survey" by A.L. Sonnenberger. October, 1964
I. Memorandum (scrap). re: Erie Lackawanna R.R. Co lots. No date.

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Series III: Albany South Mall, Legislative Building,1964-74 (See also additional plans and contracts in box 39, folders 5 & 6, P. 13)

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A. Booklet. "Signage System for Legislative Building, Phase I: Signage for Individual Offices of Legislators." October 6, 1971
B. Correspondence. August 30, 1971-February 14, 1973

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III. Anderson and Angevine Consultants
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IV. Ammann and Whitney
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Folder 7:
V. American Seating Co.
A. Sample finish panel. February 5, 1970
B. Correspondence. January 19, 1968-August 30, 1971

Folder 8:
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Correspondence. September 19, 1967-March 4, 1969

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VII. Back-up Material
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B. Invoices
1. Jaccbus and Babkinsky. April 8, 1965-June 13, 1967
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XVII. Engineer's Invoice Summaries
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XVIII. Estimates
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Folder 4:
XIX. Stephen H. Falk and Associates
A. Air shipping receipt. December 14, 1965
B. Correspondence and estimates. November 5, 1964-February 1, 1966,

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XXI. Furniture
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B. Carpet work specifications. No date.

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Folder 2:
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Folder 3 thru **Box 16**, Folder 2:
XXIV. Jacobus and Babinsky, Engineers
A. Correspondence. March 27, 1964-February 7, 1973
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XXV. Job Meetings
Minutes, reports, and correspondence. re: various job meetings. October 29, 1964-January 11, 1971

Folder 5-6:
XXVI. Charles S. Kawecki, State Architect
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Folder 7:
XXVII. Kitchen Equipment
A. "Specifications for Kitchen Equipment" April 24, 1970
B. Drawings. S1 thru S14. re: kitchen equipment. No date.

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XXVIII. Little and Burt
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XXIX. Marble (Exterior) Correspondence
Correspondence. October 4, 1967-June 7, 1968

Folders 2-3:
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1. Booklet. "The Legislature of the State of New York, Members, Officers, and Standing Committees." 1964. 68 pp.
2. Booklet. "Movable Partition Systems." N.Y.S. Office of General Services. February, 1968. 19 pp.
3, Clippings from Progressive Architecture. Vol. XLIV, No. 11. No date.
4. Advertising booklet. Meyerbank Electric Co., Inc. No date 13 pp.
B. Newspaper clippings
1. The Knickerbocker News (Albany). February 20, 1964
2. Buffalo Courier-Express. March 15, 1964
3. Page of clippings from New York Times, Courier-Express, Buffalo Evening News, and New York Herald Tribune. March 19, 1965
4. Times Union (Albany). June 22, 1965
5. Buffalo Evening News. February 20, 1964-April 23, 1968
C. Memoranda. February 6, 1964-August 14, 1970 and ten non-dated items

Folder 4:
XXXI. Miscellaneous Forms
A. "Abbreviations for Working Drawings." July, 1965
B. "List of Revision Numbers issued." September 5, 1969
C. Non dated material
1. "Anti-Kickback Regulations (29 CFR, Part 3).
2. "Shop Drawing Record" form.
3. "Coordination Checklist, General Construction -Mechanical and Electrical" form.

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Folder 6:
XXXIII. Otis Elevator Company
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XXXIV. Outline Specifications for Construction of Legislative Building.
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Folder 7:

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Folder 1:
XXXVI. Photographs
A. Photographs of model of Legislative Building. September 15, 1964
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D. Photographs of models of Legislative Building and entire South Mall. No date.

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Folder 4 thru **Box 20**, Folder 4:
XXXVIII. Psaty and Fuhrman, Inc.
Correspondence. September 15, 1967-October 31, 1972

Folder 5:
XXXIX. List of Revision Numbers Listed
Revised November 17, 1971. 2 pp.

XL. Revisions
Correspondence and revisions. September 17, 1967-Oct, 20, 1967

Folder 6:
XLI. Rochette and Parzini Corp.
A. Correspondence. April 12, 1968-February 24, 1969
B. Photographs of models of the N.Y.S. Seal for the Legislative Building.

Folder 7:
XLII. Ruslander and Sons, Inc.
Correspondence. October 2, 1968-August l, 1971

Folder 8:
XLIII. Sargent, Webster, Crenshaw and Folley
Correspondence. March 12, 1964-September 15, 1967

Box 21

XLIV. Specification books
A. "Specification of labor and labor required for Legislative and Justice Buildings Foundations." July 11, 1966. 2 copies.
B. "Specification of labor and labor required for Structural Steel Work." April 6, 1967
C. "Specification of labor and labor required for Legislative Building Superstructure." April 24, 1967

Folder 1:
XLV. Standard Voucher Forms to be used for Payments to the State
A. Memoranda. re: voucher forms. April 6, 1965-July 31, 1972
B. Sample standard voucher form.

XLVI. Syska and Hennessy, Inc.
Correspondence. March 31, 1964-Nov 14, 1972

Folder 2:
XLVII. Travel Book Information
A. Airline tickets. February 3, 1964-October 17, 1967
B. Booklet. "Traveler's Guide for Preparation of Travel Accounts Payable from State Funds." December, 1970
C. Correspondence and memoranda. April 26, 1968-March 21, 1972
D. Sample N.Y.S. voucher forms.
1. Travel voucher
2. Travel voucher continuation sheet
3. Statement of automobile travels
4. Standard voucher continuation sheet

Folder 3:
XLVI1I. Voucher memoranda (scrap)
January 10, 1972-May 17, 1972 and two non-dated items.

Folder 4 thru **Box 22**, Folder 5:
XLIX. W.W. Wanamaker (Executive Department)
Correspondence and Memoranda. January 29, 1964-November 30, 1971

Box 23

Folder 1-3:
XLX. Wee1y Inspection Reports
November 27, 1967-March 18, 1970

Folder 4:
XLXI. "Westinghouse Elevator
Correspondence. November 29, 1967-October 3, 1968

Box 24

IV. Payroll Material, 1966-73

Folder 1:
I. Correspondence
May 6, 1966-December 11, 1967 and one non-dated item.

Folders 2-3:
II. Job Labor Records in alphabetical order according to job name.
Albright Residence thru Wea(?)

Folder 4 thru **Box 28**, Folder 2:
III. Payroll Journals
1967-1973

Folder 3 thru **Box 30**, Folder 2:
IV. Payroll Journals-Cumulative
1967-1973

Folder 3 thru **Box 37**, Folder 1:
V. Time Sheets
December 26, 1973-December 18, 1973

Folder 2:
VI. Payroll Miscellaneous

A. Memorandum. William B. Stancliffe to MARK Payroll Customers. re: Federal Withholding Tax. January 20, 1970
B. Employee Vacation Period Record. April 13, 1966-January 12, 1971
C. MARK Payroll Worksheet (example). March 16, 1973
D. MARK Payroll Employees Snapshot Sheets. March 26, 1973
E. MARK Payroll Services Transmittal Sheets April 11, 1973
F. Memorandum. From R. Maxwell James. re: calculations. April 24, 1973
G. MARK Payroll Transmittal Sheet. August 29, 1973
H. Memorandum. MARK Payroll Services to MARK Customer. re: holiday business transactions and information(?). December 7, 1973
I. MARK Payroll Worksheets (not fully completed). December 18, 1973
J. Business card. Shelley A. Cole, Account Executive-MARK Accounting. (M and T Bank) No date.
K. MARK Payroll Employees Snapshot Sheet (not fully completed). No date.
L. MARK Payroll Employee Information Sheets (returned by MARK services) No date.
M. "James, Meadows, and Howard Pay Codes and Deduction Codes." No date.
N. Memorandum. re: miscellaneous: labor record and calculations. No date.
O. Instruction booklet as to completion of MARK Payroll Employee Information Sheet, Employee Snapshot Sheet, Worksheet, and Transmittal Sheet. No date.
P. MARK Payroll Year to Date Information. Sheet (not fully Completed). No date.
Q. MARK Payroll Employee Information Sheet (for John .M. Smith). No date.
R. Business card. Girard A. Casper, MARK Services (Contact Representative for M and T Trust Co.). No date.
S. Memoranda, From Max James. re: fees for payroll servicing. No date.

**Additional Materials - Received 1986

Box 38

Series V: Erie County Stadium (Rich Stadium) Project (See also Mss. B80-3)
Computer printouts, 1973

2 Oversize volumes (adjacent to boxes 38-39):

Engineer's Project Diaries, Erie Co. Stadium
April 1972-July 1973
May 1972-November 1973

Box 39

Folder 1: Plans, 1972
3-ring binder: "Stadium Punch List - Seating," 1973

Series VI: Other materials received 1986; dated 1964-74

Folder 2: "The regional center" - "A comprehensive plan for Downtown Buffalo," April 1971

Folder 3: West Side Highway Planning Report (summary), May 1974

Folder 4: Buffalo Savings Bank: contract with JM & H, July 1969

Folder 5: Albany South Mall, Legislative Building: Preliminary plans and contracts, 1964

Folder 6: Albany South Mall, Legislative Building: Contracts, etc. 1965, 1967